

RECRUITMENT

Kelly Education

Tuesday, May 10th, 2022 / 10:00am - 1:00pm
Waterbury American Job Center
249 Thomaston Avenue, Waterbury, CT 06702

JOB INFORMATION AND REQUIREMENTS

Check for updated job listings and search by Job ID number on www.CTHires.com

Paraprofessional Substitute – Job ID #861612, **Secretary** – Job ID #877008, **Substitute Teacher** – Job ID #861628

Talent For Moving Education Forward

Paraprofessional Substitute (Daily and Long-term): To assist, support, and work closely with supervising district/school teachers, administrators, and other team members in providing educational benefit for special education students. Dependent upon assignment, but always under direct supervision of District/School employees, this role will involve working one-one-one with a designated student or small group of students directly in a general education classroom, general education environment or special education classroom. **Requirements:** HS Diploma. **Pay:** \$16/Hour.

Danbury Substitute Secretary (Daily and Long-term): Greet visitors and point them in the right direction, answer inquiries, and create a welcoming environment, Organize and maintain files and databases in a confidential manner, Manage communication including emails and phone calls, Screen phone calls, redirect calls, and take messages, Schedule appointments, meetings, and reservations as needed, Receive deliveries; sort and distribute incoming mail, Maintain office supplies. **Requirements:** HS Diploma or Equivalent **Pay:** \$15.00/Hour

Substitute Teacher: Provide instruction for scheduled lessons, manage the classroom environment and promote student learning in the absence of the regular District/School classroom teacher. **Qualifications:** Meets state requirements for education qualifications, Ability to implement an instructional support program with students of varying ages and sizes, Effective organizational/communication/interpersonal communication skills, Must be able to follow oral and written directions and have the ability to establish effective working relationships with District/School staff and students, Maintain student and school confidentiality, Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the classroom, Manifests a positive role in school/community relations, Additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education (KE). **Requirements:** Bachelor's Degree. **Pay Rate:** **Substitute** = \$105/Day, **Building Sub** = \$150/Day.

INTERVIEW PREPARATION INSTRUCTIONS

❖ Bring résumé, mask

❖ See full job listings on www.CTHires.com

For more information visit www.CTHires.com. Click on **Find a Job** then the **Job Number Search** tab. Enter the Job Order Number then click **Search**.

If you are interested in attending this recruitment event, you must be a registered user of CTHires to participate in this event. If you are not registered, please visit www.CTHires.com to register as an Individual prior to the event.

The Connecticut Department of Labor and Northwest Regional Investment Board are Affirmative Action/Equal Opportunity employers and equal opportunity program and service providers. Auxiliary aids and services are available upon request to individuals with disabilities.

